

## DEVELOPMENT ORGANIZATION (D.O.) (Preliminary Review)

**Purpose:** The purpose of this document is to identify the information needed to initiate a review and to provide a checklist to ensure complete submittal.

I certify that I have submitted all of the required materials for this application. I understand that my plan review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

**The following checklist outlines the detailed submittal requirements for the Preliminary plan review.**

**NOTE:**

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

For the specific requirements for your project, contact Development Organization staff at (510) 494-4561 or 494-4454.

**Schedule Time Line:** At the time you file your application, a staff person will be assigned as your project coordinator. All communications about your application should be with your project coordinator. The first cycle of review is generally completed within 17 business days of application. Projects may require a second preliminary review which will be completed in 12 business days. Upon completion, the applicant may prepare 90% working drawings for all disciplines and submit to the Development Organization for the first comprehensive plan review.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Project may be rejected and processing of the application will not occur until the submittal is determined to be complete.

**Fees:**

Fees in general can be categorized to two groups: Processing and review and inspection fees and Development Impact fees.

**A) Processing, review and inspection fees:**

These fees are aimed to cover the cost of providing services for processing, review of application and plans and inspection of the project during construction. Building, Planning, Engineering, Landscape Architect, Fire, Police and Environmental Services are usually involved in review and approval of projects. Review for these disciplines, except building, is charged on an hourly basis. Review fees for building code items are a percentage of the construction valuation of the building.

***Review and Processing Fees due at the time of submittal:***

1. The minimum deposit for your application for review by the Development Organization is \_\_\_\_\_. The minimum deposit is due at the time of submittal.

The actual charge will be based on staff time required to process the application including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

2. Building permit plan check fee is to be paid at the time of submittal of First Plan Review and is a percent of the total building permit fee (based on construction valuation.). This plan check fee covers the First Review and review of 2 resubmittals. Additional rechecks will be charged on an hourly basis.

***Inspection Fees:***

Building Inspection permit fees are collected at the time of issuance of building permit and are used to provide funding for provide inspection services. Building Inspection fees is based on the valuation of the building construction. Fees for inspection of the trade permits such as electrical, mechanical and plumbing are charged based on the fixtures installed for most projects except for the multi-unit residential projects in which the trade fees are based on the building floor area.

**B) Development Impact Fees:**

***Commercial and Industrial Buildings***

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees to be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

### ***Residential Developments***

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

All other associated fees are paid at the time of permit issuance. Encroachment permits are issued concurrently with the building permit.

NOTE: There may be other fees imposed by the City and other agencies in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application

### **Preliminary Review (17 business days):**

All projects subject to review by the Development Organization may be required to submit for Preliminary Review, unless they have received discretionary approval by the Zoning Administrator, Planning Commission or City Council. A review for compliance with applicable codes, architectural review and environmental clearance are accomplished at this stage in the review process. An approval is valid for one year and can be extended for only one additional year. The following information must be submitted.

- **A. A completed application form signed by:**
  - (1) The current property owner(s), authorizing the project proposal.
  - (2) The signature of the person who prepared the submittal, certifying its accuracy and completeness.
- **B. Five copies of a written project statement explaining the scope and purpose of the proposed project.**
- **C. Plans, submitted in conjunction with the application, shall include the following items:**

- (1) Vicinity map showing a one-half mile radius of the site (may be provided on the site plan or on a separate sheet).
- (2) Accurately dimensioned site plan showing:
  - (a) Property lines.
  - (b) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
  - (c) Parking, vehicle circulation areas and driveways.
  - (d) Pedestrian ways and recreation areas, existing and proposed.
  - (e) Fencing.
  - (f) Easements on the property.
  - (g) Adjacent street rights-of-way.
  - (h) Existing street improvements, including median dividers.
  - (i) Signing and striping of the street frontage.
  - (j) Existing trees proposed or required to be preserved showing trunk locations and accurate canopy outline. Groves may be shown in an outline.
  - (k) All fire hydrants within 300 feet of the project site.
  - (l) All land uses surrounding the project site (may be listed on a separate sheet).
  - (m) Toe-of-the-Hill line and Ridgeline, where applicable.
  - (n) For projects in the Hill Area: Detailed grading and drainage plan, showing existing and proposed contours, finished floor elevations and drainage facilities proposed for the site and any areas tributary to the site. (This information may be provided on a separate sheet.)
- (3) Landscape Plans, new or modified, showing:
  - (a) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right of way planting.

- (b) All trees graphically differentiated from other planting types.
- (c) Design details and section drawings for all landscape architectural features such as walls, fences, lighting, paving types and patterns, arbors, benches, fountains and other like features showing size, scale, form, materials and colors.
- (d) Clear statement of irrigation intent and type.

■ (4) Tree survey plan showing the following:

NOTE: If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

- (a) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
- (b) Tree(s) trunk DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor. Extent of tree canopy and elevation at base of tree.
- (c) Trees labeled by number and tagged on site per ISA standards.
- (d) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: additional analysis by a certified arborist may be required pending preliminary review of tree survey and other required project plans. If no trees exist on site, provide a statement by the Civil Engineer or Surveyor as such, as an alternative to the required tree survey.

■ (5) Elevations drawn to scale (required for new buildings or exterior modifications only) showing:

- (a) Each side of all proposed buildings and/or buildings proposed to be modified.
- (b) Finish color and materials for all architectural elements must be labeled and keyed to material board for all elevations.

■ (6) Floor plans, indicating all intended uses of each area.

☐ (7) Preliminary Title report.

☐ (8) Preliminary Grading Plan

☐ (9) Preliminary Utility Plan

■ D. The number of plans required to be submitted with the application are:

- (1) Three sets of full-sized plans (rolled). Four sets are required if hazardous are materials involved.
- (2) Three additional blue line copies of the site plan to be used for addressing purposes (not applicable if address already exists).

NOTE: Plans and sepias submitted should be no larger than 30" x 42". Half-size sets are preferred accompanied by one full-size set.

- E. **For commercial projects, please provide the following statistics. They may be indicated on the site plan or on a separate sheet:**
  - (1) Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).
  - (2) Floor Area Ratio (FAR) calculations, for commercial or industrial projects. When the FAR is proposed to exceed the threshold provided in the General Plan, the applicant shall include information to support the findings required. A separate application for increased FAR is required.
  - (3) Building coverage of site.
  - (4) Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.
- F. **A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information necessary to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.**
- G. **A statement signed by the applicant indicating whether there is a use or potential use of hazardous materials (Form 3205).**
- H. **A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.**
- ☐ I. **Environmental impact assessment application/questionnaire.**
- J. **A statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for pre and post construction, long-term operation, and maintenance of the project.**

■ **K. Completed Storm water Treatment Measures and Impervious Surface Area form for all projects on lots  $\geq$  10,000 square feet.**

NOTES:

- (1) Geological and soils report will be required for all new buildings at the First Plan Review.
- (2) All projects incorporating storm water treatment measures (swale, filter strip, wet pond, detention basin, bioretention, filter inserts, underground treatment units, etc.) will be required to complete an Operations and Maintenance Agreement (O&M Agreement) for storm water treatment measures. This agreement shall include all completed exhibits, be executed between applicant and City of Fremont, and applicant shall get document formally recorded prior to permit issuance.

NOTE: If additional information or clarification is needed regarding an application for Development Organization review, contact the Development Organization staff at (510) 494-4561 or 494-4454.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_